

HOW TO BEGIN A PARTNERSHIP WITH A SCHOOL OR DISTRICT WIDE



A successful partnership needs the initial support and involvement of the school principal and/or the LEAP staff, as well as key personnel from the business/organization. These persons, along with their supporting teams, should develop a mutually beneficial partnership agreement.

1. Identify a coordinator for your business/organization
2. Complete a business/organization profile
 - List your primary business/organization goals and your motivations for developing a partnership
 - Specify potential resources, volunteer, in-kind, and/or financial, that you would like to offer
3. Meet with the principal and/or LEAP staff to:
 - Share information about your business/organization
 - Learn about the school/school district's goals and needs
 - Discuss the business' interests and available resources
 - Brainstorm potential partnership activities
4. Meet with the principal and/or LEAP staff to develop a written or unwritten partnership agreement
 - Agree to a ongoing, consistent, and sustained relationship
 - Discuss an initial project and subsequent activities
 - Establish a regular meeting time or communication process for planning and evaluating activities
 - Consider having a "get acquainted" activity for the staff members at the school and organization
5. Regularly meet and communicate with your partner school and/or LEAP staff or other district representative
 - At these meetings, partners can outline goals, plan activities, and evaluate progress
6. Promote the partnership to employees and customers
7. Annually revisit partnership commitments with your school and/or LEAP staff
8. In May of each year, provide the school or LEAP staff with a list of volunteer, in-kind, and cash contributions made to the school/district that school year. If the partnership is with an individual school, the school coordinator should report your year-end totals to LEAP staff.